

Key Volunteer/FRO Brief Postal Brief

GySgt Williams\SSgt
Martin

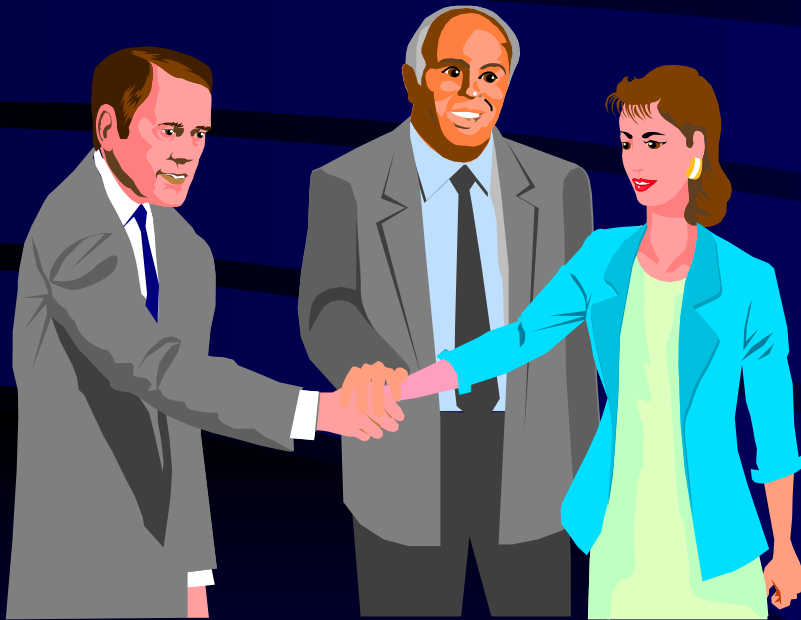
Sgt Newcomb

Official Mail Section

Consolidated Postal

451-1575/5553

CONSOLIDATED POSTAL SYSTEM



We are here
to help
make your
job a little
easier.

General Requirements Cont.

Basic information contained in KVN newsletter

- Message from Commanding Officer chaplain etc
- Unit readiness information

General Requirements Cont.

- Contacts for deployed Marine spouses (Red Cross, Navy Relief unit hot line numbers)
- Frequently asked questions and answers for key volunteers
- Updates on programs and services in community and on base

General Requirements Cont.

Items not to include in newsletters

- Fundraising activities
- Local advertisements
- Greeting cards, Christmas cards
- Puzzles, cartoons, connect the dots
- Cookies, cakes and candies
- Most items bought with private funds

General Requirements Cont.

- All addresses may be typed or mechanically printed in upper or lower case letters (Upper case preferred)
- The address must include the correct zip+4 code, or the correct 5-digit zip code
- First class postage will be applied to each piece of mailings under 400 pieces
- If over 400 pieces contact the Main Post Office

Preparation

Example of Official Mail Return Address

- 1st Line : COMMANDING OFFICER
- 2nd Line: ATTN (KEY VOLUNTEERS)
- 3rd Line: UNIT NAME
- 4th Line: PSC BOX NUMBER
- 5th Line: CITY, STATE, ZIP+4

Preparation Cont.

COMMANDING OFFICER

ATTN: KEY VOLUNTEERS

3RD BN 10TH MAR

PSC BOX 20108

CAMP LEJEUNE, NC 28542-0108

Preparation Cont.

- Use smallest envelope possible
 - Large envelopes weighing less than 1oz are charged .11 surcharge (Will not be mailed unless item can't be folded)
 - Envelopes should be sealed with sufficient tape
 - At least as long as flap
 - 4 sheets (Use both sides) weighs less than one ounce - Cost .33

Preparation Cont.

- Place in three categories
 - Local- 28540-1, 28543-28546
 - On base- 28542-28547
 - Out of town

Preparation Cont.

- Mailings of 400 or less sent at first class rate
 - Faster
 - Recommended be Identical in size and weight
 - Will be returned if undeliverable
 - Will be forwarded if address is on file
 - Flyers will be sent in envelope
 - Requires minimal sorting

Endorsement

COMMANDING OFFICER
ATTN: KEY VOLUNTEERS
3RD BN 10TH MAR
PSC BOX 20108
CAMP LEJEUNE, NC 28542-0108

JAMES A MARTIN
123 RIDGEWOOD DR
WILLIAMSPORT, VA.. 23214

Preparation Cont.

- Envelopes with the unit's return address can be special ordered from servmart
- Units in garrison status are recommended to mail their KVN newsletters on a quarterly basis.
- Unit or parts of a unit that are deployed can be mailed monthly
- Update Mailing lists

Correct Zip Codes & Zip + 4 for the Addressees (SPEEDS DELIVERY)

- Correct Zip+4

JOE SMITH

485 RUNWAY DR

JONES NC 28653-2657

- Correct 5 Digit Zip Code

JANE DOE

897 HIDEAWAY RD

LOST CREEK CA 97865

CONSOLIDATED POSTAL SYSTEM



- PLEASE FEEL
FREE TO CONTACT
US AT ANY TIME.
NO PROBLEM IS
TOO GREAT THAT
WE CAN'T SOLVE

TOGETHER!!!!

QUESTION

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